

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Deerfield Beach, Fla.

PHA Number: FL081

PHA Fiscal Year Beginning: (mm/yyyy) 10/01/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☐ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:

- ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
-
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☒ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Deerfield Beach Housing Authority's Annual plan includes sustaining our existing housing stock and modernizing our public housing to increase its marketability to a diversified population. Our goals are to become a high performance agency through HUD's SEMAP and PHAS performance indicator, seek public and private partnerships to expand the housing stock in our area and improve resident involvement and participation.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29

9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	33
12. Community Service Programs	35
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	
17. Asset Management	
18. Other Information	

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration Attachment A
- ☒ FY 2001 Capital Fund Program Annual Statement Attachment B
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
x	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	955	5	5	5	5	5	5
Income >30% but <=50% of AMI	696	4	4	5	4	5	5
Income >50% but <80% of AMI	1130	3	4	3	3	3	4
Elderly	1104	5	5	5	5	5	5
Families with Disabilities	N/A						
Black	938	5	5	5	5	5	5
Hispanic	353	5	4	4	4	4	4
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1990
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS")
dataset
- ☐ American Housing Survey data
Indicate year:

- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)

Deerfield Beach Housing Authority waiting list 2000

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	249		28
Extremely low income <=30% AMI	213	86%	
Very low income (>30% but <=50% AMI)	36	14%	
Low income (>50% but <80% AMI)	0	0	
Families with children	192	77%	
Elderly families	24	10%	
Families with Disabilities	33	13 %	

Housing Needs of Families on the Waiting List			
Black	184	74 %	
White	44	6 %	
Hispanic	21	10 %	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57	23 %	
2 BR	170	68 %	
3 BR	22	9 %	
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes: DBHA have another 100 applicants to add to waiting list interviews have not been completed as of 7/24/01</p> <p>How long has it been closed (# of months)? 1month</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The Deerfield Beach Housing Authority will apply for additional Section 8 vouchers when they become available, we will seek public and private partnerships to build or acquire a mixed income development and/or additional affordable housing units.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work

☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply (Public Housing)

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
- Provide Landlords and potential new landlords with Annual workshop
In an attempt to recruit, and educate them about the Section 8 program.**

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing

operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 167,875	
b) Public Housing Capital Fund	\$ 317,818	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,506,660	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 48,156	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$ 30,000	
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund	\$282,736	
Drug Elimination	38,129.52	
3. Public Housing Dwelling Rental Income	435,000	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	2,826,374.52	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) (5)
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☐ Rental history
☒ Housekeeping
☒ Other (describe) Verification of local preference

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list

- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 2

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☒ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability 1
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction 1
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs 1
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☒ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
☒ List (any applicable) developments below: Stanley Terrace Apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The DBHA will give an additional 30 days as long as participant can demonstrate diligence in searching for a unit. DBHA will give up to 120 days if a participant is disabled.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
FSS participants
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
FSS participant
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members

- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☒ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR

- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

- b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. Attachment C
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	195	25
Section 8 Vouchers	325	25
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	195	
Other Federal Programs(list individually)		
Business Skills Center	200	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
Attachment D
- (2) Section 8 Management: (list below)
Administrative Plan (previously submitted)
Section 8 Homeownership Policy (Attachment E)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
- ☒ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:
Section 8 applicants may appeal coordinator decision with a informal hearing
With Executive Director.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) F

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Palms of Deerfield
1b. Development (project) number: FL081 002
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Excess land
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>06//02/02</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/02

b. Projected end date of activity: 12/30/04

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Palms of Deerfield
1b. Development (project) number: FI081 002
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>

4. Date this designation approved, submitted, or planned for submission: <u>(09/30/02)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	
<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)	
<input type="checkbox"/> Other (explain below)	

3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <div style="margin-left: 20px;"> <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway </div>
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <div style="margin-left: 20px;"> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) </div>

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved

HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☒ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

See Attachment G

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Sylvia Poitier Business Skills Center 533 S. Dixie Highway, 2nd Floor Deerfield Beach, Florida 33441</i>		<i>none</i>		<i>Public Housing and Section 8 residents as well as community at large</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/a	1
Section 8	25	7/12/01

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

- ☐ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority

- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Stanley Terrace Apartments
Palms of Deerfield

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Stanley Terrace Apartment

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Stanley Terrace and the Palms of Deerfield

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: __H__)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Previously Submitted

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☒ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☐ Attached at Attachment (File name)
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☒ Other: (describe)
The Housing Authority Resident Commissioner is appointed by the City Commissions like all Board members. He or she may apply at City Hall

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list) City Commissioners select the resident representative.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Deerfield Beach, Florida)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (10/01/01)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$ 25,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$ 52,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$ 120,000
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	\$ 120,818
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 317,818
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA- Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
002	Replace Baseboard in the common areas at the Palms.	1470	\$40,000
002	Install sprinkler system, landscape grounds, sidewalk repair, strip parking area and parking bumpers.	1450	\$120,000
002	Replace existing chain link fence with six foot wall or Iron Fence.	1470	68,818
002	Build Dumpster enclosure for bulk trash	1470	12,000
Ha-Wide	Hire A/E or /consultant to coordinate and design affordable housing development on the excess land at the Palms.	1430	52,000

--	--	--	--	--

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA- Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
002	6/30/02	03/30/2003

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

DEERFIELD BEACH HOUSING AUTHORITY
RULES GOVERNING PETS KEPT AT STANLEY TERRACE AND THE PALMS
OF DEERFIELD

Tenants are permitted to keep pets only under the conditions described in these Rules.

1. **Type and number of pets.** A tenant may keep small, domesticated animals as Pets in an apartment, such as dogs, cats and birds, kept within cages, within the apartment. A tenant may keep no more than one dog or one cat, or two birds, or not more than two other domesticated animals, such as gerbils, hamsters or guinea pigs. No lizards, insects, spiders, ants, tarantulas, reptiles, snakes, mice, rats, weasels or ferrets are allowed.
2. **Tags licensure, vaccinations and permission for dogs.** All dogs shall bear tags bearing the name of the tenant at whose apartment the dog lives. No dogs shall be kept on Housing Authority premises or the tenant's apartment unless such dog has a county license and is vaccinated as required by law. No dog shall be kept on the Housing Authority premises or the tenant's apartment without written permission from the Housing Authority. Copies of the current county license shall be provided to the Housing Authority annually. Violation of these Rules will result in eviction.
3. **Permission for cats.** No cat shall be kept on the Housing Authority premises or the tenant's apartment without written permission from the Housing Authority. Violation of this rule will result in eviction.
4. **Permission for other animals.** No bird or domesticated animal such as gerbil, hamster or guinea pig shall be kept on Housing Authority premises or the tenant's apartment without written permission from the Housing Authority. Violation of this rule will result in eviction.
5. **Leash requirement.** All dogs outside an apartment shall be on a leash no more than four feet in length and under the control of the owner. A violation of this rule will result in the removal of the dog from the Housing Authority premises.

6. **Vicious or destructive dogs.** The tenant where a dog lives which dog destroys any Housing Authority property shall pay the reasonable costs of repair and or replacement if repair is not economically feasible. Any dog that has bitten any person (residents, guests or employees) on Housing Authority property shall be immediately removed from the premises unless thereafter such animal is kept muzzled and restrained. An apartment renter where a dog resides may be required to muzzle and restrain any dog kept in an apartment for such period of time as is necessary for a Housing Authority employee to conduct an inspection of an apartment when such employee has reasonable grounds for concern that such dog might injure the employee.
7. **Size.**
For a dog: No more than twenty (20) pounds full-grown weight. If a dog exceeds 20 pounds in weight, it shall immediately be removed from the Housing Authority premises and the tenant's apartment.
For a cat: No more than twelve (12) pounds full-grown weight. If a cat exceeds 12 pounds in weight; it shall immediately be removed from the Housing Authority premises and the tenant's apartment.
8. **Declawed cats.** All cats shall be declawed. No cat shall be permitted at the Housing Authority premises or an apartment unless totally declawed.
9. **Neuter and Spay.** All male dogs and cats shall be neutered and shall not be permitted at the Housing Authority premises or an apartment unless neutered. All female dogs and cats shall be spayed and shall not be permitted at the Housing Authority premises or an apartment unless spayed.
10. **Barking.** Incessant, continuous or loud barking of a dog at any time that disturbs the peace of a resident or residents shall require the tenant to immediately remove that dog from the apartment and Housing Authority premises dog.
11. **Noise.** Incessant, continuous or loud noise by an animal at any time that disturbs the peace of a resident or residents shall require the tenant to immediately remove from the Housing Authority premises or apartment that animal.

12. **Running at Large.** All animals shall be maintained within a tenant's apartment. Any animal running at large shall be removed from the Housing Authority premises.
13. **Animal urination and excrement.** No animal shall be permitted to urinate or excrete in a location on the Housing Authority premises which could be a potential health hazard to any person or which could cause the destruction of grass, plants or shrubbery.
14. **Removal of excrement.** Tenants in whose apartment pet lives shall remove and dispose of the excrement of any animal deposited on Housing Authority premises by safe and sanitary means. Failure to strictly abide by this provision shall cause the immediate removal of the animal from the apartment and the Housing Authority premises.
15. **Maintenance of apartment when animals are kept at apartment.** A tenant who keeps a pet or allows a pet at that tenant's apartment shall have the obligation to maintain all areas of the apartment utilized by a pet in a clean and sanitary manner. Violation of this housekeeping standard shall result in termination of the tenant's tenancy.
16. **Pets must be treated humanely.** Pets must be treated humanely. Any tenant who has a pet is responsible to insure that the pet is treated humanely, gets its required shots, is properly fed and cared for, receives proper veterinary attention and is not abused or neglected. Violation of this treatment standard shall result in termination of the tenant's tenancy.
17. **Application for permits and permit.** All tenants signing the apartment lease must sign an application for permit to keep a pet under these rules in the event they desire a pet or pets to be kept at their apartment. There is a \$20.00 non-refundable application fee for each pet. No pet shall be kept on Housing Authority premises without permission from the Housing Authority. Any animal kept on the premises without permit will be immediately removed. The tenant must get a new permit by January 15th of each year, and a \$20.00 nonrefundable application fee is required for each pet each year on January 15th. Any permit issued shall be from the date issued until the following

January 15th, at which time the permit expires, and a new permit must be obtained. Any tenant who has a pet at the Housing Authority without a permit from the Housing Authority shall be evicted.

18. **Additional security deposit required.** A resident maintaining a pet under these rules shall first deposit with the Housing Authority the sum of \$300 as an additional security deposit for any damages to or destruction of Housing Authority property by a pet. The resident shall pay all reasonable costs of repair or replacement within thirty (30) days of receipt of the invoice irrespective of the deposit.
19. **Permit subject to revocation.** A violation of these rules shall result in the revocation of the permit allowing the resident to maintain an animal.
20. **Eviction.** Violation of these rules by a tenant shall result in the tenant being evicted by the Housing Authority, in addition to the removal of any pet, and the tenant's obligation for all damages caused by a pet. It is the responsibility of the tenant, and the tenant had the non-delegable duty to have these rules concerning pets followed.
21. **Rules subject to change.** The Housing Authority may from the time to time change these rules, and it is the tenant's responsibility to know all changes in the rules and follow all rules which are in effect now and in the future.
22. **Definitions.**
 - A. Housing Authority premises: Any and all property of the Housing Authority, including the apartment of the tenant, all common parts of the property, sidewalks and roadways.
 - B. Domesticated animal: An animal, which is both habituated to live in or about the habitation of humans in cosmopolitan Florida and is commonly kept as a pet. Domesticated animals are not insects, spiders, ants, tarantulas, lizards, reptiles, snakes, mice, rats, weasels, or ferrets.

Section 8 Homeownership Program

I. INTRODUCTION

The Section 8 Homeownership program of the Housing Authority of the City of Deerfield Beach, Florida ("DBHA") permits eligible participants in the Section 8 housing choice voucher program, including participants with portable vouchers, the option of purchasing rather than renting a home with Section 8 assistance. The amount of funds to be used in the homeownership option is limited to five (5%) percent of the total Section 8 voucher program funds administered by DBHA in any fiscal year. If applications exceed such five(5%)percent limit, participants in the Family Self-Sufficiency ("FSS") program shall be given a priority for participation in the homeownership program over other applicants.

Eligible applicants for the Section 8 homeownership program must have completed an initial Section 8 lease term of twelve months, may not owe DBHA or any other Housing Authority any money, and must meet eligibility criteria.

Section 8 homeownership assistance may be used to purchase the following types of housing within the City of Deerfield Beach: 1) new or existing single-family homes, condominium apartments, planned-use development houses or apartments, cooperative apartments, loft housing, live/work housing, and manufactured homes.

Live-in Aide. DBHA will approve an live-in aide as part of the family if the live-in aide is needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities. Section 982.685.

Environmental Requirements. DBHA is responsible for complying with the authorities listed in Title 24 CFR Section 58.6. If a family is buying a home in a special flood hazard area, the family must purchase and maintain flood insurance for the home. Second, a family will not be permitted to buy a home in the coastal barriers resource system areas of any jurisdiction. Finally, DBHA is required to notify a family purchasing a home if the home is in an airport runway clear zone or an airfield clear zone.

1. FAMILY ELIGIBILITY REQUIREMENTS.

Participation in the Section 8 homeownership program is voluntary. Each Section 8 homeownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in DBHA's Administrative Plan. The family also must be "eligible" to participate in the homeownership program. The additional eligibility requirements for participation in DBHA's Section 8 homeownership program are that the family must: (A) be a

first-time homeowner or have a member who is a person with disabilities; (B) with the exception of elderly and disabled households, meet a minimum income requirements without counting income from "welfare assistance" sources; (C) with the exception of elderly and disabled households, meet certain employment criteria; (D) have completed an initial twelve-month lease term in the Section 8 housing choice voucher program; (E) have fully repaid any money owed to DBHA or any other public housing authority; (F) not defaulted on a mortgage securing debt to purchase a home under the homeownership option; and (G) not have any member who has a present ownership interest in a residence at the commencement of homeownership assistance.

First-Time homeowner.

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years before the start of homeownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase a residence under a lease-purchase agreement is not considered an "ownership interest". A member of a cooperative association (as defined in section 982.4) also qualifies as a "first time homeowner".

Minimum Income Requirement.

Amount of Income.

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must demonstrate that their gross monthly income is at least two times the voucher "payment standards" as established by the Secretary pursuant to Title 42 U.S.C. sections 8 (y) (1) (B) and 1437 f (y) (1) (B).

Bedroom Size	Payment Standard	Gross Monthly
0	\$465	\$ 930
1	\$548	\$1,096
2	\$679	\$1,358
3	\$944	\$1,888
4	\$1,110	\$2,220

Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, DBHA will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. Welfare assistance income is excluded only in determining minimum monthly income for initial qualification for admission to the homeownership program. Welfare assistance income is considered in determining income-eligibility for admission to the Section 8 housing choice voucher program and in calculating the amount of homeownership assistance payments.

Employment History.

With the exception of disabled and elderly families, each family must demonstrate that one or more adult members of the family who will own the home at the beginning of homeownership assistance is employed full-time (an average of thirty (30) hours per week) and has been employed continuously for one year before receiving homeownership assistance. To reasonably accommodate a family's participation in the program, DBHA will exempt families having at least one person with disabilities from this requirement. DBHA's Executive Director may also consider whether and to what extent an employment interruption is considered permissible in satisfying the continuous-employment requirement. The Executive Director may also consider successive employment during the one-year period and any self-employment in a business.

Completion of Initial Lease Term.

Applicants for and new participants in the Section 8 housing choice voucher program are ineligible for participation in the Section 8 homeownership program until completion of an initial twelve-month Section 8 lease term and the participant's first annual recertification in the Section 8 housing choice voucher program. Nothing in this provision will preclude Section 8 participants who have completed an initial twelve-month lease term in another jurisdiction from participating in the Section 8 homeownership program.

Repayment of Any Housing Authority Debts.

Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 homeownership program in the Section 8 homeownership program if any money is owed to DBHA or any other public housing authority. Nothing in this provision will preclude Section 8 participants who have fully repaid such money from participating in the Section 8 homeownership program.

Additional Eligibility Factors.

Elderly and Disabled Households.

Elderly and disabled families are exempt from the employment requirements set forth in Section 2 (C) Above. In the case of an elderly or disabled family, DBHA will consider income from all sources, including welfare assistance, in evaluating whether the family meets the minimum income for admission to the Section 8 homeownership program.

Preference for Participation in FSS Program.

Applicants for the homeownership program are not required to participate in DBHA's Family Self-Sufficiency ("FSS") program in order to participate in the homeownership program. If, however, applications for assistance exceed five(5%)percent of the total Section 8 voucher program funds administered by DBHA in any fiscal year, participants in the Family Self-Sufficiency ("FSS") program shall be given a priority for participation in the homeownership program over other applicants.

Prior Mortgage Defaults.

A family is ineligible to participate in the homeownership program if a head of the household, spouse, or other adult household member who is to sign the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 homeownership program,

Family Participation Requirements.

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements: (A) complete a homeownership counseling program approved by DBHA before the start of homeownership assistance; (B) within a specified time, locate the home the family wishes to buy; (C) submit for DBHA approval a purchase agreement containing certain components; (D) allow DBHA to inspect the proposed home to assure that the residence meets HUD housing quality standards; (E) obtain an independent inspection covering the residence's major building systems; (F) obtain DBHA approval of the proposed mortgage, which must comply with generally accepted mortgage underwriting requirements; and (G) enter into a written agreement with DBHA to comply with all of the family's obligations under the Section 8 program.

Homeownership Counseling Program.

A family's participation in the homeownership program is conditioned on the family attending and successfully completing a homeownership and counseling program provided or approved by DBHA before the beginning of homeownership assistance. The homeownership and counseling program will cover such areas as home maintenance (including care of the grounds); budgeting and money management; credit counseling; negotiating the purchase price of the home; obtaining homeownership financing and loan preapprovals, including a description of types of financing that may be available, and the pros and cons of different types of financing; finding a home and getting information on homeownership opportunities, schools and transportation in the Deerfield Beach area; the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families; information of fair housing, including the fair housing lending and local fair housing enforcement agencies; and information about the Real Estate Settlement Procedures Act, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the homeownership counseling provided under HUD's Housing Counseling program. DBHA may require families to participate in an DBHA-approved homeownership-counseling program on a continuing basis.

Locating and Purchasing a Home

Locating A Home

Upon approval for the Section 8 homeownership program, a family will have one hundred eighty (180) days to locate a home to purchase. A home will be considered located if the family submits a proposed signed purchase agreement with the required components to DBHA. For good cause, DBHA may extend a Section 8 family's time to locate the home for additional thirty (30)-day increments. During a Section 8 participant's search for a home, Section 8 rental assistance will continue as provided in the Administrative Plan. If a Section 8 family is unable to locate a home within the time approved by DBHA, section 8 rental assistance through the Section 8 housing voucher program shall nonetheless continue.

Reporting to DBHA

The family must submit monthly reports to the DBHA of the family's progress in finding and purchasing a home. Section 982.629 (b).

Type of Home.

A family approved for Section 8 homeownership assistance may buy the following type of homes within the City of Deerfield Beach, Florida: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must be existing or under construction at the time DBHA determines the family eligible for homeownership assistance. Section 982.628 (a) (2). The family also may purchase a home in a jurisdiction other than the City of Deerfield, provided the public housing authority in the receiving jurisdiction operates a Section 8 homeownership program for which the Section 8-homeownership applicant qualifies. A family's participation in the Section 8 homeownership program is subject to the Section 8 homeownership program and policies of the receiving jurisdiction.

Purchasing a Home.

Once a home is located and a purchase agreement approved by DBHA is signed by the family, the family will have three (3) months, or such other time as is approved by DBHA's Executive Director or as set forth in the DBHA-approved purchase agreement, to close on the purchase of the home.

Failure to Complete Purchase.

If a Section 8 participant is unable to close on the purchase of the home within the maximum time permitted by DBHA, DBHA shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 homeownership program until the family has completed an additional year of participation in the Section 8 housing choice voucher program after initial determination of eligibility for the homeownership option.

Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount 'out-of-pocket' to the owner for purchase-related expenses, sometimes referred to as the 'homeownership premium'. A 'homeownership premium' is defined as the increment of value above the rent that is attributable to the value of the right to purchase. The 'homeownership premium' is excluded from DBHA's rent reasonableness determination and subsidy calculation and must be paid from the family's own resources. When a lease-purchase participant family is ready to exercise the option to purchase, the family must notify the Homeownership Counselor at DBHA and apply for the homeownership option. If determined eligible for homeownership assistance, the family must meet all of the requirements for an outright purchase under the program.

Sales Agreement.

The Deposit Receipt and Contract for Purchase must include the following special provisions in the Special Conditions or Addendum portion:

“1. Notwithstanding anything in the Contract to the contrary, the Buyer’s (Family’s) obligation to purchase the home is conditioned upon: 1) the Buyer’s right to have the home inspected by an independent inspector at the Buyer’s expense and the right of the DBHA to inspect the home for compliance with HUD Housing Quality Standards within fifteen (15) days of the date the Contract is signed by both parties; and 2) the approval of the DBHA to the terms and conditions of any financing obtained to purchase the home. If for any reason the Buyer or DBHA is not satisfied with the inspections or DBHA does not approve the proposed financing, the Buyer shall be entitled to the return of any deposits made on account of the purchase of the home and shall be released from the Contract.

“2. Notwithstanding anything in the Contract to the contrary, the Buyer (Family) is not obligated to pay for any repairs to the home.

“3. Seller affirms and declares that Seller is not debarred, suspended or subject to a limited denial of participation by HUD under Title 24, Code of Federal Regulations, Part 24.”

Independent Initial Inspection Conducted.

To assure that the home complies with the housing quality standards of the Section 8 program, homeownership assistance payments may not begin until DBHA first inspects the home. An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family and approved by DBHA. DBHA will not pay for the independent inspection. The independent inspection must be provided to DBHA. DBHA may disapprove the home because of information contained in the report or for failure to meet federal housing quality standards.

Financing Requirements.

Proposed financing terms for the purchase must be provided to DBHA for approval before the family may close on the purchase. DBHA shall determine the affordability of the family's proposed financing. In making the determination, DBHA may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and job training expenses. Balloon-payment mortgages are prohibited and will not be approved by DBHA.

DBHA, in its discretion, may also disapprove of other proposed mortgage loan containing terms that may, under the circumstances, be deemed by the DBHA as oppressive or unduly burdensome to the family. Seller financing will be considered by DBHA on a case-by-case basis. If a mortgage is not FHA-insured, DBHA will require the lender to comply with generally accepted mortgage underwriting standards.

Compliance With Family Obligations.

A family must agree, in writing, to comply with all family obligations under the Section 8 program and DBHA's homeownership policies. These obligations include (1) attending ongoing homeownership counseling, if required by DBHA; (2) complying with the mortgage terms; (3) not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving homeownership assistance; (4) not refinancing or adding debt secured by the home without prior approval by DBHA; (5) not obtaining a present ownership interest in another residence while receiving homeownership assistance; and (6) supplying all required information to DBHA, including but not limited to annual verification of household income, notice of change in homeownership expenses, notice of move-out, and notice of mortgage default. DBHA's Homeownership Family Obligation policies are set forth in Appendix A hereto.

Compliance Lien

Upon purchase of a home, DBHA may require, if required by HUD, that the family sign such documentation as required by HUD and DBHA securing DBHA's right to recapture the homeownership assistance in accordance with Section 5 (C) below. The lien securing the recapture homeownership subsidy may be subordinated to a refinanced mortgage.

Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeownership assistance. See sections 982.636 & 982.637.

AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on three factors: 1) the voucher payment standard for which the family is eligible; 2) the monthly homeownership expense; and 3) the family's household income. DBHA will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly homeownership expenses minus the TFC. The Section 8 family will pay the difference.

Determining the Payment Standard.

The voucher payment standard is the fixed amount the DBHA annually establishes as the "fair market" rent for a unit of a particular size located within the DBHA jurisdiction. In the homeownership program, the initial payment standard will be the lower of (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for the following years will be based on the higher of: (1) the payment standard in effect at commencement of the homeownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, will not be adjusted even if there is a decrease in family size. DBHA will request HUD approval of the published Fair Market Rent Limit, where warranted, as a reasonable accommodation for a family that includes a person with disabilities.

Determining the Monthly Homeownership Expense.

Monthly homeownership expense includes all of the following: monthly principal and interest payments on a mortgage, mortgage insurance premium (MIP) paid; real estate taxes and governmental assessments; homeowner's insurance; maintenance expenses as provided by DBHA allowance; costs of major repairs and replacement as provided by DBHA's allowance (replacement reserves); utility allowance as provided in DBHA's schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements, or improvements for the home, including changes needed to make the home accessible for a person with disabilities; and homeowner association dues, fees or regular charges assessed, if any, which the homeowner is required to pay under recorded documentation.

C . Determining the Total Family Contribution.

The TFC is that portion of the homeownership expense that the family must pay. It is generally thirty (30%) percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

Payment to Family or Lender.

DBHA will provide the proposed lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay DBHA's contribution towards the family's homeownership expense directly to the family, unless otherwise required by the lender. The family will be required to remit the entire

mortgage payment, including the DBHA public assistance contribution, to the lender unless the lender requires direct payment of DBHA's contribution.

Termination of Section 8 Homeownership Assistance.

Grounds for Termination of Homeownership Assistance.

Failure to Comply with Family Obligations Under Section 8 program or DBHA's Homeownership Policies.

A family's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, DBHA homeownership policies, or if the family defaults on the mortgage. **If required, the family must attend and complete ongoing homeownership and housing counseling classes.** The family must comply with the terms of any mortgage incurred to purchase or refinance the home. The family must provide DBHA with 1) written notice of any plan to move out of the home prior to the move; 2) the family's household income and homeownership expenses on an annual basis; 3) any notice of mortgage default received by the family; and 4) any other notices which may be required pursuant to DBHA homeownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

Occupancy of Home.

Homeownership assistance will be provided only while the family resides in the home. If the family moves out of the home, DBHA will discontinue homeownership assistance beginning with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the DBHA for homeownership assistance paid for the month the family moves out.

Changes in Income Eligibility.

A family's homeownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Homeownership program shall continue until such time as the assistance payment amounts to zero (\$0-) dollars for a period of six (6) consecutive months.

Maximum Term of Homeownership Assistance.

Except for disabled and elderly families, a family will receive Section 8 homeownership assistance for a maximum period of ten (10) years from the date

of closing unless the mortgage to finance the initial purchase of the home has a term of twenty (20) years or longer, in which case the maximum period of assistance is fifteen (15) years. Families qualifying as elderly at the beginning of homeownership assistance are not subject to a maximum term limitation. Families qualifying as disabled families at the beginning of homeownership assistance or at any time during the provision of homeownership assistance are not subject to a maximum term limitation. If a disabled or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date homeownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of homeownership assistance after the expiration of the maximum term. The time limit applies to any member of the household who has an ownership interest in the unit during any time that homeownership payments are made or a spouse of any member of the household who has an ownership interest.

Procedure for Termination of Homeownership Assistance.

A participant in the Section 8 Homeownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the DBHA for the Section 8 housing choice voucher program.

Recapture of Homeownership Assistance.

In certain circumstances the homeownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 homeownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recapture penalty, provided that no proceeds are realized and there is no "cash-out"). Only "cash-out" proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 assistance less those amounts provided for in section 982.640 are subject to recapture. Further, the amount of homeownership assistance subject to recapture shall automatically be reduced in annual increments of ten (10%) percent beginning one year from the purchase date. At the end of ten (10) years, the amount of homeownership assistance subject to recapture will be zero.

CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

Default on FHA-Insured Mortgage.

If the family defaults on an FHA-insured mortgage, DBHA may permit the family to move with continued Section 8 housing choice rental assistance only when the family has demonstrated that it has (a) conveyed title to the home to HUD or its designee, as required by HUD, and (b) moved from the home within the period established or approved by HUD.

Default on-FHA-Insured Mortgage.

If the family defaults on a mortgage that is not FHA-insured, DBHA may permit the family to move with continued Section 8 housing choice voucher rental assistance if the family demonstrated that it has (a) conveyed title to the home to the lender, to DBHA or its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and DBHA.

Dbha Administrative Fee.

For each month that homeownership assistance is paid by the DBHA on behalf of the family, DBHA shall be paid the ongoing administrative fee described in Title 24 C.F.R. section 982.152(b).

Waiver or Modification of Homeownership Policies.

The Executive Director of DBHA shall have the discretion to waive or modify any provision of the Section 8 homeownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

APPENDIX A: SECTION 8 Homeownership OBLIGATIONS

This form must be signed by the home buyer(s) in the presence of the Deerfield Beach Housing Authority's (DBHA) Homeownership Program Coordinator. The Coordinator will explain any and all provisions which you, the home buyer, may not understand.

The following paragraphs describe your responsibilities under the Section 8 Homeownership Program. If you or members of your household do not meet these responsibilities, through your actions or your failure to act, you may be terminated from the Section 8 Homeownership program.

Family Obligations: You must comply with all Family Obligations of the Section 8 Housing Choice Voucher program, excepting only the prohibition against owning or having an interest in the home. Family obligations as provided in section 982.551(c), (d), (e), (f) and (j) do not apply to the Section 8 Homeownership Program.

2. **Housing Counseling:** All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a DBHA approved counseling program prior to beginning of homeownership assistance. DBHA may require one or all family members to attend additional housing counseling classes as a condition of continued assistance.

Purchase Contract: You must include contract conditions in any Offer to Purchase that gives DBHA a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards; (b) to review and approve a professional home inspection report obtained by you from an approved inspector; and (c) approve the terms of your proposed financing. Advise your realtor of these requirements.

Mortgage Obligations: You must comply with the terms of any mortgage incurred in the purchase of the property and must notify DBHA's Homeownership Program Counselor within five (5) days of receipt of any late payment or default notices.

Occupancy: You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without DBHA's prior written consent. You may not rent or lease any part of the premises without DBHA's prior written consent. You must notify DBHA in writing at least thirty (30) days before moving out of the house for a period of thirty (30) days or longer or before any sale, transfer, assignment, lease or other of the assisted property.

Maintenance: You must maintain the property in a decent, safe, and sanitary manner. You must allow DBHA to inspect the property within one-week of a demand by DBHA to conduct an inspection. You must correct any notice of deficiency issued by DBHA within the time limit specified in the notice. If you fail to adequately maintain the property, DBHA may divert the maintenance and replacement reserves portions of the Homeownership Assistance Payment to an escrow account to be used to pay for reasonable and necessary maintenance expenses.

Annual Re-examination: You must annually provide DBHA with current information regarding family income and composition in a format required by DBHA.

Refinancing: You must notify DBHA in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain DBHA's written approval of such financing prior to executing any loan documents.

Default: In the event of a default on your mortgage obligation, you must cooperate with DBHA and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.

Recapture: You must sign and have recorded a lien as required by HUD and in a form specified by HUD securing DBHA's right to recapture a percentage of homeownership assistance provided to you upon your sale or refinancing of the home within a ten (10) - year period following the date of closing on the purchase. The amount of recapture will be calculated in accordance with HUD regulations and will be subject to automatic reduction in ten (10%) percent increments annually beginning one year from the date of closing on the purchase.

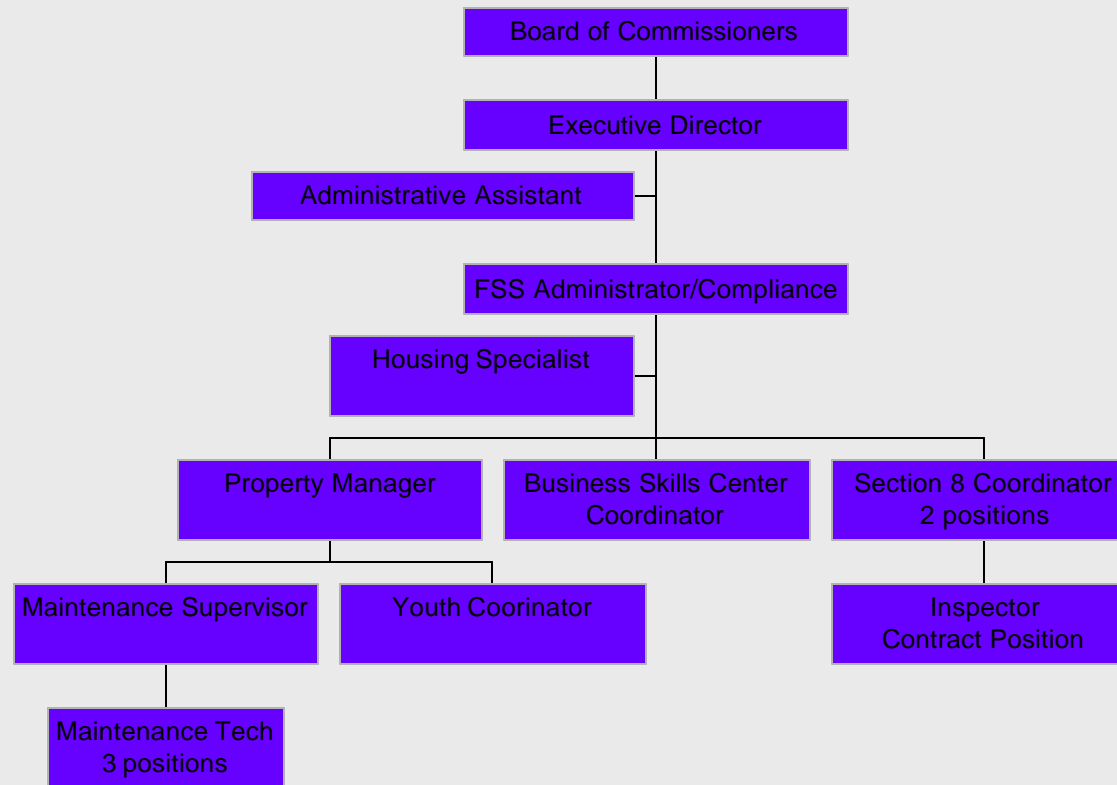
By signing below, I attest that I have read and understood my obligations as a participant in the Section 8 Homeownership Program and I agree to abide by these responsibilities. I understand that DBHA may terminate my homeownership assistance if I violate any of these obligations. I may, however, request an informal review of any proposed notice of termination before it becomes effective.

Signature

Date

Witness

Deerfield Beach Housing Authority



Housing Authority of the City of Deerfield Beach, Florida Deconcentration and Income Mixing in Public Housing Policy

Pursuant to and in conformity with Section 513 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 16 of the Housing Act of 1937. These policy changes shall reflect the requirements for HUD's deconcentration provisions.

The Deerfield Beach Housing Authority (hereinafter referred to as (DBHA) has two (2) public housing developments. Our Family development (hereinafter referred to as Stanley Terrace Apartments) consist of two (2) and three (3) bedroom units and our elderly/ disable development (hereinafter referred to as the Palms of Deerfield) consist of efficiency (0) and one (1) bedroom units. The DBHA waiting lists is site based because each development housing needs are different and are consistent with all civil rights and fair housing laws.

The median income for DBHA's housing development is ten thousand, two hundred and sixty-three dollars (\$10,263). According to the U.S. 1990 census data the median income for residents in the housing authority's census tract is twenty-two thousand dollars (\$22,000) and twenty-seven thousand dollars (\$27,000) annually citywide. This indicates that there is a significant disparity of income among our public housing residents and the surrounding community. The DBHA reserve it's right to skip over families on the waiting list based on income. Such skipping shall be uniformly applied, whenever necessary and will effectively meet the statues requirements. No exact quotas will be used in order to secure deconcentration levels. **However, the DBHA acknowledges its legal responsibility under Section 16 of the USHA with respect to income targeting, which directs that for each fiscal year at least 40% of families admitted to public housing by the DBHA must have incomes that do not exceed 30% of the area median. Other admissions must be at or below 80% of the area median.** To the extend the DBHA exceeds the income target in the tenant based program (Section 8) by up to 10% of the program size, the DBHA may admit that many fewer than 40% (but no less than 30%) of new public housing families at or below the area median.

As an additional policy to achieve the goals of deconcentration and income mixing the DBHA adopts a ceiling rent in accordance with QHWRA subsection 519 9d) for both of its public housing projects. For the Palms of Deerfield the ceiling rent for efficiency (0) is \$325 and one (1) bedroom is \$425. For Stanley Terrace Apartments the ceiling rent for two (2) bedroom is \$525 per month and \$625 per month for three (3) bedrooms.

In addition to the above rent incentives and skipping of families on the public Housing waiting lists, the policy of a working preference is retained and the addition of appropriate affirmative marketing efforts shall be made to further the goal of deconcentration.

The foregoing changes have been approved while taking into account while taking into account current tenant populations and housing authority resources. In implementation of these changes the DBHA acknowledge its duty to ensure compliance with all applicable non-discrimination requirements, such as the fair housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation Act of 1973, Title 1 of the Americans with Disabilities Act and to affirmatively further fair housing.

Board approved this 28th day of July 1999.

Deerfield Beach Housing Authority Community Service Policy

The Deerfield Beach Housing Authority has adopted the following community service policy in accordance with the Quality Housing and Work Responsibility Act of 1999:

An unemployed tenant and every unemployed adult resident shall:

- (1) Contribute 8 hours per month of community service (not including political Activities) within the community in which that adult resides; or
- (2) Participant in an economic self-sufficiency program (as that term is defined in Subsection (g) for 8 hours per month.

Only the following adults are exempt from the above requirements:

1. An adult who is 62 years of age or older;
2. An adult who is blind or disabled individual, as defined under section 216 (l) (1) or 1614 of the Social Security Act (42 U.S.C. 416 (l) ((1); and who is unable to comply with this section, or is a primary caretaker of such individual;
3. An adult who is engaged in a work activity as such term is defined in section 407 (d) of the Social Security Act (42 U.S.C. 607 (d)0, as in effect on and after July 1, 1997;
4. An adult who meets the requirements for being exempted from having engaged in a work activity under the state program funded under Part A of Title IV of the Social Security Act 942 U.S.C. 601 et. seg.) or under any other welfare program of the State in which the public housing agency is located including a state-administered welfare to work program; or
5. An adult who is in a family receiving assistance under a state program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seg) or under any other welfare program of the State in which the public housing agency is located, including a state- administered welfare to work program, and has not been found by the state or other administering entity to be in non-compliance with such program.

Unless otherwise exempt, if the foregoing requirements regarding the community service are not met, the Housing Authority will not renew or extend Tenant's lease and shall take action to terminate the tenancy.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$48,156.00 **B. Eligibility type (Indicate with an “x”)** N1 _____
N2 _____ R X _____

C. FFY in which funding is requested 2001/2002

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Deerfield Beach Housing Authority’s Drug Elimination program will reduce drugs and drug related activities in and around our development by taking a holistic approach. We will increase visibility and enforcement by Contracting Broward Sheriff Office for special details. The Deerfield Youth Entrepreneur Program and Academy will train youths to own and operate their own business in and around the housing development. Provide the youth in the development an opportunity to participate in some of the educational and recreational events in the community and furnish residents with computer and job training to increase their employability skills.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Stanley Terrace Apartments	96	323
Palms of Deerfield	100	132

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months x 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission indicates the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1999	43,108	FLDEP0810199	0		9/30/2001
FY 2000	44,928	FLDEP0810100	31519.80		06/30/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Our goal is to remove the sense of hopelessness and the misconception that the drug trade is glamorous DBHA will educate and expose our residents to life and opportunities outside of what they see in and around their development. We will strive to ensure that residents have the opportunity to see other residents move out of public housing not only through evictions for lease violations, but through training programs and homeownership. The Deerfield Beach Housing Authority will communicate and collaborate with our local police department with heavy enforcement and intervention. The Youth coordinator will implement and develop programs for our residents and recruit, supervise and monitor the Deerfield Youth Entrepreneur program and Academy. DBHA through the Business Skills Center will provide computer training and educational tutorial programs to our residents. FAU/CURE will evaluate the overall performance of the Drug Elimination Program and supervise the independent survey of residents and report the findings.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$ 5,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	41,156
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	2,000
	\$48,156

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 5,000		
Goal(s)	DBHA with the assistance of PHDEP funding will reimburse BSO for the special detail operation which include Thursday through Saturday from 10:00 p.m. to 3:00 a.m. and Sunday from 8:00 p.m. until 12 midnight.						
Objectives	1) through collaboration with BSO, as well as hands on workshops and training, reduce larceny rates by 2% from current level 2) through collaboration with BSO as well as workshops and training, reduce motor vehicle theft rate by 1% from current level 3) through collaboration with Broward Human Services and other agencies reduce battery rate by 2% from current level						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1. BSO Detail			01/01/2002	06/30/02	5,000	10,000	Reduction in calls for service from current rate
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding:		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
2.							

3.						
----	--	--	--	--	--	--

9160 - Drug Prevention					Total PHDEP Funding: \$ 41,156		
Goal(s)	DBHA will use PHDEP funds to finance the youth in our development the opportunity to participate in the City’s sponsored programs, recreational and cultural events. Provide working capital for D’YPEA Program.						
Objectives	1) Reduce truancy by 3% 2) Increase participation in summer camp and after school program by 10%. 3) Involve at least 30% of our youth in conflict resolution activities and group dynamics that would lead to positive changes in the student’s interpersonal relations and personal attitudes. 4) Through group tutoring and mentoring improve students academics by 3%						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Salary for Youth Coordinator	455	Youth/adult	12/01/01	12/01/02	30,000	2,280	
2. Summer Camp, Afterschool, cultural events	75	Youth	01/01/02	12/30/2002	11,156	5,000	
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$2,000		
Goal(s)	FAU will provide the Housing Authority with an independent monitoring and evaluation of the program.						
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Evaluate, & monitor the PHDEP			01/01/2002	06/01/2002	2,000		
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	\$1250		\$2500	\$5,000
9110				
9120				
9130				
9140				
9150				
9160	10,289		\$20,578	41,156
9170				
9180				
9190	500		\$ 1,000	2,000
TOTAL		\$		\$48,156

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	170		25
Extremely low income <=30% AMI	91	54%	
Very low income (>30% but <=50% AMI)	74	44%	
Low income (>50% but <80% AMI)	5	3%	
Families with children	156		
Elderly families	5		
Families with Disabilities	9		
Black	133		
White	27		
Hispanic	10		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			